Glenbard
Electric Supply, Inc.

· *Electrical*
· *Lighting*
· *Voice/Data*

RETURNED GOODS REPORT
CREDIT MEMO

Date: _____ **Salesman:** _____

Customer: _____ **Written By:** _____

Job Name: _____ **Job Address:** _____

Invoice #_____

ITEM NUMBER/DESCRIPTION	QUANTITY	COST	PRICE

REASON FOR RETURN and/or CREDIT

Defective Material	☐	**Pricing Error**	☐
Order Taker Error	☐	**Sales Tax**	☐
Order Filler Error	☐	**Quotation**	☐
Customer Error	☐		
Job Clean Up	☐		

NOTES: _____

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_____

Received By: _____ **Date:** _____

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For Office Use Only:

Return To Stock _____ **Entered By:** _____

Return to Vendor _____ **Entry Date:** _____

Vendor RGA # _____ **Credit Memo #** _____

Approved By _____ **Restocking %** _____

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333 Eisenhower Lane South, Lombard, IL 60148 **Phone: (630) 627-5104 Fax: (630) 627-4237**